

1. The Training Reference Manual is available on the DCJS web site: http://www.dcjs.state.va.us/stand_cert. Applicable sections of the Code of Virginia and the Administrative Code in the manual are direct links to these documents that are maintained by Legislative Automated Services. Since it takes time to format, print and distribute changes to the manual, you can always be sure you are accessing the most up-to-date information by consulting the manual on the web site. The actual site of the reference manual on the web is <http://info.dcjs.state.va.us/sections/trainingandstandards/CJTrainingReferenceManual.cfm?code=6>. Please bookmark this site and use it for your primary reference. We will still distribute hard copy manuals to certified academies. Using the manual on the web, however, may be more convenient and accurate.
2. This reference manual was developed by the Department of Criminal Justice Services, Standards and Training Section. It is designed to be a guide for directors of certified training academies to assist them in complying with the training requirements for criminal justice personnel. It contains applicable laws, rules, policies and forms. This manual will be distributed only to directors of certified training academies and to appropriate DCJS staff. It will not be distributed to chiefs, sheriffs or agency administrators. Rather, they will be supplied with the Training Desk Reference (TDR) which is an abbreviated version of this manual. The TDR is also on the DCJS web site at http://www.dcjs.state.va.us/stand_cert/documents/tdr.pdf.
3. Since rules and policies do change from time to time, it is important to ensure that users have the most recent information. Therefore, this manual is designed to be a "living" document. Revisions will be distributed as needed by a memorandum which will instruct the user specifically what revisions were made and where to remove outdated pages and insert revised pages. The Reference Manual Revision Memorandum should be filed in the "Revision Memoranda" section of the manual thus becoming a part of the manual, with the most recent revision on top.
4. Each set of rules, policy, etc. were developed and implemented at different times. This manual attempts to combine all of these items in one central place and to standardize the different formats as much as possible. The date on the heading of each page refers to the date the manual was last updated. Initially, each page contains the date "SEP 98." As revisions become necessary, replacement pages will contain the date of the revision. It will then be possible to compare the date on the page to the Reference Manual Revision Memorandum to ensure that the manual is current. This manual will be checked in this manner as a part of the re-certification process.
5. Since this is a living document and subject to change, any comments regarding style, content, layout or any change which would make this manual more user friendly is always welcome. Please direct your comments to:

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